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Form FDA-470

(Superseding FSC-1519)

UNITED STATES DEPARTMENT OF AGRICULTURE

Food Distribution Administration

Washington, D. C.

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INFORMATION FOR WAREHOUSEMEN

PART 1: DOCUMENTATION AND FISCAL CONSIDERATIONS IN THE HANDLING OF
FOOD DISTRIBUTION ADMINISTRATION COMMODITIES

The following instructions are for the guidance of warehousemen in receiving, storing, and shipping commodities for the account of the Food Distribution Administration and in preparing the various documents required. Effective immediately, these instructions supersede those contained in Form FSC-1519 (Rev. 5/10/42).

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I. GENERAL PROVISIONS

It is imperative that all instructions contained herein be followed implicitly to eliminate delays in the payment of claims for storage.

A. Deviations:

Under no circumstances shall there be any deviations from the requirements of the contract without specific written authority obtained in advance from the officer of the Food Distribution Administration who signed your contract.

B. Performance Bonds:

Performance Bonds must be submitted promptly in amounts as directed, on "U.S. Standard Form 25" furnished at the time of acceptance of offer. Additional bonds may be required as additional shipments are received, and these must be submitted promptly.

Bonds are not required of warehouses licensed under the U. S. Warehousing Act, where such license covers the commodities to be placed in store.

C. Accuracy of Documentation:

To avoid delay in payment, it is imperative that all documents be prepared promptly and accurately, and that they be in agreement with all supporting documents. All erasures and corrections must be made clearly and must be initialled by the signers of the documents. Preparation of documents must be by typewriter, ink or indelible pencil.

II. RECEIVING (INBOUND MOVEMENT)

A. Receipt of Commodity:

Upon receipt of the commodity, the warehouseman shall:

1. Verify the security and record the numbers of the seals found on the side doors, end doors and bunkers of the car.
2. Determine the condition of the commodity.
3. Determine that the quantity shipped was received.
4. Record evidence of improper loading, bracing, rough handling by carrier.

B. Assignment of Lot Number:

Each carlot of commodity received shall be assigned a lot number, and shall maintain its identity by its assigned lot number, regardless of whether or not losses or shortages occur. Thus, if a lot of 1000 cases is received and 3 cases are short due to loss or damage, the lot shall consist of 997 cases, and an explanation of the shortage shall be made. If the 3 cases are replaced by the vendor the lot shall be returned to 1000 cases. IN NO CASE SHALL THE SHORTAGE BE MADE UP BY FILLING IN FROM ANOTHER LOT!

If shipment is received by truck or other means of conveyance other than rail, the lot shall consist of all the commodity covered by a single Bill of Lading. Thus, 1000 cases covered by a single Bill of Lading, but delivered in two truck loads of 500 cases each, shall be assigned a single lot number.

C. Telegraphic Notice of Receipt:

Immediately after the quantity and condition of the shipment has been determined and the lot number has been assigned, the warehouseman shall advise the Food Distribution Administration, WASHINGTON, D.C., of its receipt. This notification must be made by collect telegram IMMEDIATELY UPON RECEIPT AND VERIFICATION OF THE COMMODITY, in the following form:

"RECEIVED TODAY UNDER STORAGE CONTRACT NUMBER FSC 00000 "

(The following items should be set forth separately for each car)

COMMODITY, CAR INITIALS AND NUMBER, NUMBER AND KIND OF PACKAGES,
ORDER NUMBER, NET AND GROSS WEIGHTS, ASSIGNED STORAGE LOT NUMBER.

(NAME OF WAREHOUSE)

This wire should be addressed to: "FOOD DISTRIBUTION ADMINISTRATION, SHIPPING SECTION, WASHINGTON, D.C." Do not delay sending your telegram for any reason, such as that you have not received the papers, but in all cases send the wire acknowledging receipt on the day the car is received and unloaded. If the papers have not arrived, you will at least have the name of the commodity, the car initials and number, the number and kind of packages, and your assigned lot number. SEND THE WIRE IMMEDIATELY!

D. Documentation of Arrival:

1. Forwarding Notice & Non-Negotiable Receipt (Form FSC 1528)

For each shipment forwarded you, you will receive an original and 5 copies of the form FSC 1528, with the Forwarding Notice (upper half—see copy, Section VI-A executed.

This form is the only warehouse receipt required. Warehousemen shall execute promptly the Receipt portion (lower half), inserting the assigned lot number in the space provided. Distribution of the executed and receipted form shall be made as follows:

Original and 1 copy: To be mailed to Food Distribution Administration, Commodity Accountability Section, Washington, D. C.

1 Copy: To be mailed to Food Distribution Administration, 150 Broadway, New York, N. Y.

2 Copies: To be retained for attachment to claim for payment.

1 Copy: To be retained for warehouseman's files.

It is imperative that execution and distribution of this form be made as soon as possible, and in accordance with the above instructions, with the following exceptions:

a. In cases of overages, shortages and/or damages, the reverse side must be properly filled out and one of the Washington copies shall be attached to the carrier's OS&D report and mailed to: Food Distribution Administration, Loss & Damage Sub-Unit, Washington, D. C.

b. If the warehouse is located in the States of Arizona, California, Nevada, Washington or Oregon, an extra copy will be received, and this copy shall be forwarded to the Food Distribution Administration, 821 Market St., San Francisco, California.

2. Government Bill of Lading:

If the shipment has been received by rail, the warehouseman will receive, along with the form FSC 1528 a transmittal card and the original and 1 copy of the Government Bill of Lading (see Section VI-B). After proper receipt of the commodity the warehouseman shall execute the "Consignee's Certificate of Delivery" at the bottom of the Bill of Lading. If the commodity is in good order, insert the exact billing weight on the line provided. The original of the lading shall then be surrendered to the delivering carrier. NO TRANSPORTATION CHARGES SHALL BE PAID TO THE CARRIERS BY THE WAREHOUSEMAN!

a. Discrepancies

If there are any discrepancies between the billed weight as shown on the original of the Government Bill of Lading and the weight as shown on the carrier's arrival notice or "Expense Bill", and there is no indication that the shipment moved under a weight agreement, a test-weighing shall be carried out IN THE PRESENCE OF THE CARRIER'S REPRESENTATIVE, to determine the average weight of the entire shipment.

If the test-weighing shows the carrier's "Expense Bill" to be in error, the carrier's agent shall issue a waybill correction, so that the correct weight may be registered for storage in transit. The "Consignee's Certificate of Delivery" at the bottom of the Bill of Lading should be executed on the basis of the correct weight as determined by the test-weighing. A notation shall be made on the reverse side of the Bill of Lading stating that a test-weighing has been carried out in the presence of the carrier's representative.

All other shipping documents shall be corrected to show the determined weight. A copy of the weight certificate should be attached to the original Bill of Lading at the time this form is surrendered to the carrier.

3. Bad Order:

If the shipment arrives short or in "bad order", the warehouseman shall notify the delivering carrier and obtain joint inspection WITH THE CARRIER'S REPRESENTATIVE. If a shipment arrives SERIOUSLY DAMAGED, the warehouseman shall notify Food Distribution Administration, Shipping Section, Loss & Damage Sub-Unit, Washington, D. C., immediately, giving the order number and the Bill of Lading number, and shall advise whether or not carrier's liability is disclaimed.

Neither the Bill of Lading nor the FSC 1528 shall be completed until the goods are reconditioned and a determination made as to the exact number of units that are acceptable and those which are to be rejected to the carrier.

In executing the "Consignee's Certificate of Delivery" when shipments arrive short or damaged, the warehouseman shall insert, under the word "Weight", the weight of the commodity receipted for. This weight, plus the weight of the commodity in "bad order" must equal the total billing weight, and the Loss & Damage Report on the reverse side of the Bill of Lading must be executed in full.

Every instance of loss, damage, spoilage, shortage, or deterioration, and every claim for payment for reconditioning or reconditioning, must be explained and fully supported with the carrier's report or the joint inspection report. The report must show the Bill of Lading number in addition to the usual identifications.

- a. In addition to supporting recovering vouchers with OS&D reports or Joint Inspection Reports, warehousemen must forward 1 copy of such reports to the Food Distribution Administration, Loss and Damage Sub-Unit, Washington, D. C., immediately upon the receipt of a shipment showing loss or damage.

b. Rejection to the Carrier

When commodities are received so seriously damaged that it is inadvisable to reclaim them, the warehouseman shall surrender them to the carrier for salvage disposal. The endorsement on the reverse side of the Bill of Lading must show clearly the number of packages so rejected, identified fully by grade, type, description, etc.

The reverse side of FSC-1528 must be completed in its entirety in each instance of loss, damage, shortage, deterioration, etc., in a manner corresponding to the information given on the reverse side of the Bill of Lading. A copy of FSC-1528 must be forwarded to Food Distribution Administration, Loss and Damage Sub-Unit, Washington, D. C., as provided in Paragraph II-D-1.

c. Reconditioning:

If it is possible to recondition or recover damaged packages without damage to the contents, the warehouseman shall have this service performed by the carrier. If the carrier refuses to recondition or recover, and it is imperative that this service be performed immediately to prevent further loss or damage, reconditioning or recovering may be done by the warehouseman. The rate charged for this service shall be reasonable and shall not exceed that charged by the industry in your area for similar services. This fact must be noted on each claim for payment for such service, under the heading: "Description of Transaction". Such claims for payment must be supported by an original and 2 copies of the carrier's OS&D Report or Joint Inspection Report, and a copy of the FSC-1528.

The reverse side of FSC-1528 and the Bill of Lading must state clearly whether containers were recovered by the carrier or the warehouseman, and, in the latter case, whether charges will be submitted to the carrier or to the Food Distribution Administration.

IN RECONDITIONING, PLACE THE PROPER NET WEIGHT OF THE COMMODITY IN EACH PACKAGE, SO THAT THE TOTAL LOSS MAY BE REFLECTED IN TERMS OF NUMBER OF UNITS RATHER THAN IN TERMS OF LOSSES PER UNIT. The damaged goods, along with any goods in good condition but remaining in a quantity insufficient to make up a full unit, shall be rejected to the carrier.

4. Transit:

If the Government Bill of Lading shows that the commodity received is to be stored in transit, the warehouseman shall obtain from the delivering

carrier, upon surrender of the original Bill of Lading, the original and 1 copy of a "paid freight bill". If the carrier's regulations do not permit the issuance of a "paid freight bill", the freight bill may be marked "Government Bill of Lading surrendered in lieu of cash."

The original of this freight bill shall be presented immediately by the warehouseman to the railroad agent or transit bureau for registration of the inbound tonnage and for endorsement. After the freight bill has been properly registered and endorsed, both the original and the duplicate shall be forwarded to the Food Distribution Administration in accordance with instructions attached to the original Bill of Lading.

The importance of immediate registration and forwarding of these transit freight bills cannot be over-emphasized. Until the designated offices of this Administration have received these registered freight bills, the commodity is, to all intents and purposes, immobilized. The sole purpose for establishing transit privileges and registration of freight bills is to effect economies in our transportation expenditures, and unless the warehouseman gives this matter his fullest attention and most expeditious handling, it is impossible for this objective to be attained. In the event that there should be any undue delay on the part of the railroad agents in issuing freight bills for registry, this fact should be reported immediately to Custody and Disposition Division, Food Distribution Administration, Washington, D. C., Attention J. E. Barwin, Assistant Chief

E. Transfers of Title to the Food Distribution Administration:

When commodities already in store are transferred to the account of the Food Distribution Administration, the warehouseman shall be governed by the following procedure: .

1. He shall wire collect to the Food Distribution Administration, Shipping Section, Washington, D. C., giving full details of the commodity; inbound car number, Bill of Lading number, and transit references; number and kind of package; net and gross weights; and assigned lot number. In lieu of the car initials and number, he shall state: "Transfer of Title to Food Distribution Administration".
2. He will be forwarded a Form FSC-1528 and a Consignee's Receipt. Upon receipt of FSC-1528 he shall execute and distribute this form as provided in Section II-D-1.
3. He shall issue to the former owner of the commodity a Consignee's Receipt (Form SMA-238).

III. FORWARDING (OUTBOUND MOVEMENT)

A. Shipping Instructions:

When a commodity is to be withdrawn from store the warehouseman will receive a Notice to Deliver (Form AMA-194) and a Government Bill of Lading on which to forward the outbound shipment. Under no circumstances whatsoever is he to honor instructions from any source except a duly authorized agent of the Custody and Disposition Division of the Food Distribution Administration.

1. Notice to Deliver:

Form AMA-194 (see Section VI-C) will bear specific instructions as to the forwarding of the shipment and these instructions must be followed exactly. No deviations from these instructions shall be made without specific authority from the Shipping Agent whose signature appears at the bottom of the form.

The Notice to Deliver will be forwarded in an original and one signed copy. The original is to be attached to the warehouseman's voucher for payment, while the copy is to be retained by the warehouseman for his files.

Distribution of shipping documents covering the outbound movement will be detailed on a supplement attached to the Notice to Deliver (See Section VI-D), and this distribution must be carried out promptly and accurately.

2. Government Bill of Lading:

When commodities are to be forwarded under Government Bills of Lading these forms will be received along with the Notice to Deliver. All Government Bills of Lading must be completed as follows (refer to Section VI-B):

- a. Show numbers of seals applied to car openings.
- b. Insert lot number applicable to commodity loaded. This lot number shown on the outbound Bill of Lading shall represent the actual consignment loaded, and does not necessarily relate to the "inbound tonnage", used only for transit purposes.
- c. Insert car initials and number (outbound car).
- d. Insert date car was furnished.
- e. Have carrier's agent insert correct corporate name of carrier.
- f. Insert date shipment is accepted for forwarding.
- g. Obtain the signature of the carrier's agent on the original of the Bill of Lading. This signature must be in ink or indelible pencil. Copies may be carbon signed.

WAREHOUSEMEN ARE CAUTIONED NOT TO CHANGE ANY GOVERNMENT BILL OF LADING WITHOUT PROPER WRITTEN AUTHORITY FROM THE FOOD DISTRIBUTION ADMINISTRATION OFFICE WHICH ISSUED THE BILL OF LADING, with the following exception:

Where loss or damage has occurred in an amount not exceeding 2% of the original quantity of the lot, the warehouseman may change the Bill of Lading to conform to the quantity actually being forwarded. When such changes are made, the warehouseman must notify the Food Distribution Administration, Shipping Section, Washington, D. C., immediately, giving full information as to the changes made and the circumstances involved.

Where loss or damage has occurred in an amount in excess of 2% of the original quantity of the lot, no change may be made without written authority obtained in advance from the Food Distribution Administration, Shipping Section, Washington, D. C.

This procedure is of extreme importance in view of the fact that warehousemen are required to maintain the identity of lots received. LOTS SHOULD NOT BE FILLED OUT WITH QUANTITIES FROM OTHER LOTS!

3. Commercial Bills of Lading:

Every effort will be made to supply Government Bills of Lading for the forwarding of shipments on a transit basis, but where emergencies do not allow sufficient time for the furnishing of Government Bills of Lading, the following procedure will apply, and must be followed exactly:

The warehouseman will receive instructions for billing by telegram. These instructions will include designation of the lot to be shipped, with routing from the warehouse to destination. The Notice to Deliver will be forwarded in the usual manner, but the warehouseman is cautioned not to await receipt of this form before making shipment. In all such cases the shipment shall be forwarded immediately on commercial Bills of Lading which bear the endorsement, "Government Property. This Bill of Lading to be exchanged for Government Bill of Lading." When the Government Bills of Lading are issued in exchange, they will be issued in such a manner as to reflect complete transit references.

Warehousemen should explain to the local freight agents that in such cases the "Shipping Order" (salmon colored) copy of the Government Bill of Lading will be forwarded direct to the freight agent with the required copies of registered freight bills by the Food Distribution Administration, and the letter of transmittal will request the issuance of way bill corrections, placing the billing on a transit basis. Two copies of the way bill correction will be forwarded by the freight agent to the Food Distribution Administration office forwarding the exchanged Government Bill of Lading.

B. Markings:

In the event that additional markings are required, the necessary instructions will be set forth on the reverse side of the Notice to Deliver. Unless the contract provides for rate of payment for such service, the warehouseman shall reach an agreement on such rates with the officer of the Food Distribution Administration who signed the Notice to Deliver, and obtain from him an Order for Service (see Section V-B).

C. Loading:

All commodities shall be loaded in accordance with Section 3, Rule 37, of the consolidated freight classification and methods for loading and bracing cars as required by the Association of American Railroads. ALL CAR OPENINGS MUST BE SEALED AND THE SEAL NUMBERS INSERTED ON THE BILL OF LADING.

D. Telegraphic Notice of Shipment:

IMMEDIATELY UPON THE SHIPMENT OR DELIVERY OF COMMODITIES IN ACCORDANCE WITH THE NOTICE TO DELIVER, THE FOOD DISTRIBUTION ADMINISTRATION'S NEW YORK OFFICE MUST BE NOTIFIED BY COLLECT TELEGRAM IN THE FOLLOWING FORM:

"SHIPPED TODAY FROM STORAGE, CONTRACT FSC 00000 "

(The following items should be set forth separately for each car)

COMMODITY, OUTBOUND ORDER NUMBER, OUTBOUND CAR INITIALS AND NUMBER, NUMBER AND KIND OF PACKAGES, DELIVERING CARRIER, DESTINATION, NET AND GROSS WEIGHTS, LOT NUMBER, ODT PERMIT NUMBER (IF ANY), WSA NUMBER (FAS NUMBER, IF ANY).

(NAME OF WAREHOUSE)

This telegram should be addressed to: FOOD DISTRIBUTION ADMINISTRATION, 150 BROADWAY, NEW YORK, N. Y.

It is vitally important to the proper maintenance of our records that we receive these wires immediately upon shipment of each car. It is not sufficient that our representative in your city has knowledge of the facts, or that you have notified him. Nor is it sufficient that you have telephoned or written to any of our offices or representatives, or forwarded your shipping documents. THESE TELEGRAMS ARE NECESSARY IN ALL CASES!

Method of distribution of shipping documents will be given in the supplement attached to the Notice to Deliver (see Section VI-C-1).

1. Warehousing Shipping Report (FDA-283, superseding FSC-1645):

Form FDA-283 must be prepared for each carload or lot shipped, and must be forwarded promptly on the date of shipment in accordance with the instructions contained in the supplement to the Notice to Deliver. A specimen copy of Form FDA-283 is attached (see Section VI-D), and a supply of this form will be forwarded you. In the absence of a supply needed for immediate report, the complete form may be typed on plain paper.

This form is to be prepared and forwarded regardless of the method of shipment (Government Bill of Lading, Commercial Bill of Lading, local delivery, etc.)

2. Local Delivery:

When delivery is to be made to a consignee locally, the warehouseman shall notify the consignee as to the time and place the commodity will

be available for delivery. Delivery must be made on or before the date of delivery specified in the Notice to Deliver. At the time of delivery the warehouseman shall obtain from the consignee the original and 4 copies of an executed Consignee's Receipt, SMA-238a (see Section VI-E). This receipt must show the following:

- a. Name of warehouse making delivery.
- b. Commodity covered by receipt.
- c. Lot number.
- d. Inbound car initials and number.
- e. Inbound order number.
- f. Quantity (number of pieces and weight).
- g. Outbound order number.

The warehouseman shall retain the original and 1 copy of this receipt to support his claim for payment, and shall retain 1 additional copy for his own files. Two copies shall be forwarded immediately to: FOOD DISTRIBUTION ADMINISTRATION, 150 BROADWAY, NEW YORK, N. Y.

REMEMBER TO WIRE THE NEW YORK OFFICE REPORTING DELIVERY!

F. Transfers of Title from Food Distribution Administration:

When title to commodities in store are transferred from the account of the Food Distribution Administration, a Notice to Deliver will be forwarded to the warehouseman in the usual manner. The warehouseman will WIRE THE NEW YORK OFFICE BY COLLECT TELEGRAM as in reporting shipment (see Section III-D), stating in lieu of car number and initials "Transfer of Title from FDA". The warehouseman will execute the Warehouse Shipping Report as prescribed in the supplement to the Notice to Deliver. He shall also obtain and distribute an original and 4 copies of the Consignee's Receipt as described in Section III-E-2.

IV. Inventory Reports:

Warehousemen shall submit to the Food Distribution Administration, Storage Section, Washington, D. C. an inventory of the Food Distribution Administration commodities held in store as of the tenth of each month. These inventories must be typewritten and submitted in original and 2 copies, stating separately for each commodity and for each warehouse or location the following:

- A. Inbound car number.
- B. Inbound order number.
- C. Lot number.
- D. Number and kind of packages.
- E. Date received in storage.

A copy of the Warehouse Inventory Form (FSC-1648) is attached (see Section VI-F), and a supply will be forwarded you. In the absence of a supply for immediate report, the complete form may be typed on plain paper.

V. PAYMENT FOR STORAGE:

Claims for payment for storing Food Distribution Administration commodities shall not be submitted in advance of the last day of the period for which storage is claimed. Claims for lots shipped out may be submitted immediately after shipment is made. These claims must be entirely separate from claims for lots still in store.

A. Claims must be submitted on Public Vouchers together with the supporting documents required. It is suggested that the necessary supporting documents be securely fastened to the related voucher. Claims should be submitted the appropriate address indicated in the following table:

<u>Warehouse Located in the</u> <u>State of:</u>	<u>Mail Vouchers to:</u>
(Northeast Region)	Fiscal Division
	Food Distribution Administration
Maine	42 Broadway, Room 427
New Hampshire	New York, New York
Vermont	
Massachusetts	
Rhode Island	
Connecticut	
New York	
Pennsylvania	
New Jersey	
Delaware	
Maryland	
West Virginia	
(Rocky Mountain Region)	Fiscal Division
	Food Distribution Administration
Montana	301 Burns Vault Building
Wyoming	1536 Welton Street
Idaho	Denver, Colorado
Colorado	
Utah	
New Mexico	
(Midwest Region)	Fiscal Division
	Food Distribution Administration
North Dakota	800 Old Colony Building
South Dakota	Des Moines, Iowa
Kansas	
Nebraska	
Minnesota	
Iowa	
Missouri	

Warehouse Located in the
State of: _____

Mail Vouchers to:

(Southern Region). Fiscal Division
Food Distribution Administration
Western Union Building
Corner Marietta & Forsyth Sts.
Atlanta, Georgia
Virginia
North Carolina
South Carolina
Georgia
Florida
Alabama
Mississippi
Kentucky
Tennessee

(Southwest Region). Fiscal Division
Food Distribution Administration
570 U. S. Terminal Annex
Dallas, Texas
Oklahoma
Arkansas
Louisiana
Texas

(Great Lakes Region). Fiscal Division
Food Distribution Administration
5 South Wabash Avenue, Room 1707
Chicago, Illinois
Wisconsin
Michigan
Ohio
Indiana
Illinois

(Pacific Region). Fiscal Division
Food Distribution Administration
519 Pacific Building
821 Market Street
San Francisco, California
Washington
Oregon
California
Nevada
Arizona

Claims for payment must be submitted to the above offices as follows:

1. Public Voucher:

Original, white (Standard Form 1034 or Form SMA 120)
4 copies, yellow (Standard Form 1034A or Form SMA 120a)

The Public Voucher must be submitted in an original and 4 copies,
prepared as follows:

- a. The voucher must be typewritten, or prepared in ink or indelible pencil.
- b. Each alteration must be initialled by the person signing the "Certificate of Vendor".
- c. The space provided for "Payee Account No." is to be used by the warehouseman for purposes of identifying remittances. The number, which may be of the warehouseman's own choosing, will be shown on the remittance for the corresponding claim.
- d. The name of the commodity and the kind of service must be shown on the face of the voucher. Separate vouchers must be prepared for each commodity.
- e. The proper contract number (including the prefix) must be inserted in the space provided.
- f. The "Certificate of Vendor", original only, must be signed in ink or indelible pencil by the person responsible for the correctness of the claim.

2. Supporting Documents:

All vouchers must be supported by an original and 4 copies of an invoice. The commodity for which storage is claimed must be stated on the invoice, which should list, by lots, the following information:

- a. Order number.
- b. Inbound car initials and number.
- c. Lot number.
- d. Date received.
- e. Storage period (final month's storage claim must show date shipped instead of period).
- f. Quantity (number of units and weight).

Any number of lots of the same commodity may be listed on a single invoice, and a number of invoices for the same commodity may be used to support a single voucher.

- a. The first month's claim for storage must be supported by two signed copies of the Forwarding Notice and Non-Negotiable Receipt (FSC-1528).
- b. The final month's claim for storage must be supported by:

(1) Evidence of Delivery:

- One yellow copy of the outbound Government Bill of Lading, acknowledged by the carrier, OR
- One copy of the outbound commercial bill of lading, acknowledged by the carrier, OR

-Original and 1 signed copy of the Consignee's Receipt, if local delivery has been made.

- (2) One signed copy of the Notice to Deliver. All lots covered by a single Notice to Deliver should be included on the same invoice.

B. Submission of Claims for Special Services:

When a warehouseman performs services incidental to the storing of commodities for the Food Distribution Administration, payment for such services will be made on the basis of properly executed Public Vouchers. Each voucher must be accompanied by an invoice detailing the nature of the service performed. If such services are covered by the warehouseman's contract, these vouchers shall be submitted to the appropriate office indicated on the chart, Section V.

Vouchers for services not covered by the warehouseman's contract must be supported by an original and 1 copy of an Order for Service, which will be issued in the following manner:

1. Overtime Pay:

Should the Notice to Deliver require delivery by a date which can be met only through the use of overtime labor, the warehouseman must reach an agreement on rates with the Chief of the Order, Transportation and Delivery Unit, Shipping Section, Food Distribution Administration, Washington, D. C., who will issue an Order for Service on the basis of this agreement, EXCEPT:

Warehousemen located in the States of Arizona, California, Nevada, Oregon or Washington must reach an agreement and obtain an Order for Service from the Food Distribution Administration, Custody and Disposition Section, 821 Market Street, San Francisco, California.

All claims for overtime pay must set forth the following:

- a. The number of employees engaged in the overtime claimed.
- b. The hourly rate of pay for overtime of such employees.
- c. The hours between which work is customarily performed each day.
- d. The hours between which the overtime services for which claim is made were performed.

Vouchers for payment of overtime labor should be submitted to the appropriate office shown on the chart, Section V.

2. Markings:

Should the reverse side of the Notice to Deliver set forth instructions for the marking of containers, and should the performance of this service not be covered by the warehouseman's contract, an Order for Service will be issued after an agreement has been reached on rates with the officer of the Food Distribution Administration who signed the Notice to Deliver. Vouchers covering the charges for marking should be submitted to the appropriate office shown on the chart, Section V.

3. Recoopering. Reconditioning:

Claims for payment for recoopering or reconditioning performed when a shipment is received in bad order must be submitted in accordance with Section II-D-3 ("Bad Order"). The warehouseman is reminded that each claim of this type must be accompanied by a copy of FSC-1528, the reverse side of which must be fully executed.

Vouchers covering the recoopering or reconditioning of commodities after the shipment has been accepted for storage must be supported by an Order for Service issued after an agreement on rates has been reached with the Loss and Damage Sub-Unit, Shipping Section, Food Distribution Administration, Washington, D. C.

ALL VOUCHERS COVERING CHARGES FOR RECOOPERING OR RECONDITIONING SHOULD BE SUBMITTED TO:

FOOD DISTRIBUTION ADMINISTRATION
TRANSPORTATION AND WAREHOUSING BRANCH
LOSS AND DAMAGE SUB-UNIT
WASHINGTON, D. C.

UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration

NOTICE TO DELIVER

Date _____

To: _____

Pursuant to Contract _____, you are hereby requested to
deliver _____ of _____
(Quantity) (Commodity)
from Lot(s) No. _____ of _____
(Grade, type, etc.)
packed in _____, to the A. M. A.
(Container)
f. o. b. _____ on the _____ R. R.,
(Car, truck, platform)
shipment to be forwarded on or before _____, 194_____

The commodity to be delivered to A. M. A. hereunder shall be: (1) Forwarded under the enclosed
bills of lading:

B/L No.

Order No.

Units per Order

Minimum Weight to Ship

OR:
(2) delivered to _____
at _____ for the account of _____

Please notify the Defense Program, 150 Broadway, New York, immediately shipment is made, and
issue loading manifests in accordance with instructions previously furnished you. (Form FSC 1511 or
FSC 1519.) Disposition of shipping papers and documents should be made in accordance with Plan

_____ of Form FSC _____

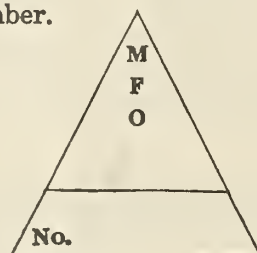
SEE REVERSE

Shipping Agent.

MARKING INSTRUCTIONS

Each container delivered under this Notice to Deliver shall be marked with waterproof ink to show those following items which are checked:

1. ☒ The name of the vendor.
2. ☒ The name of the commodity.
3. ☐ The grade of the commodity.
4. ☐ The type of the commodity.
5. ☐ The Commodity Code _____*
6. ☐ The lot number.
7. ☐ The contract number.
8. ☒ The net weight.
9. ☐ The symbol:
10. ☐ The following legend:



*The Commodity Code should be marked on the containers in figures not less than two inches high.

WAR FOOD ADMINISTRATION
Food Distribution Administration
IMPORTANT NOTICE TO WAREHOUSEMEN

Form FDA-471

STRICT ADHERENCE TO THESE INSTRUCTIONS WILL HELP
WIN THE WAR!!!

1. On the day each shipment leaves your warehouse, it is vitally important that you wire collect to:

FOOD DISTRIBUTION ADMINISTRATION
150 BROADWAY
NEW YORK, NEW YORK

State separately for each car or lot delivered the following information, in the order given. Wherever possible arrange this information in columns.

- Date shipped
- Outbound car number
- Outbound order number (prefix, block & sub number)
- Delivering carrier
- Contract number
- Commodity (full description)
- Consignee & destination
- Number & type of packages, contents of packages
- True net weight of commodity
- Gross weight (shipping weight)
- ODT permit (if any)
- FAS number (if any)

2. Mail immediately to _____
- _____

the following:

- Government Bill of Lading: Original & 1 yellow copy, OR
- Commercial Bill of Lading (if used): Original & 1 copy.
- Warehouse Shipping Report: Original

NOTE: SHOULD YOU RECEIVE WITH THE GOVERNMENT BILL OF LADING THE ORIGINAL & 1 COPY OF THE IN-BOUND MANIFEST AND SUPPLEMENTARY INBOUND PAPERS, FORWARD THESE DOCUMENTS, ATTACHED TO THE ORIGINAL OF THE OUTBOUND BILL OF LADING, TO THE ABOVE ADDRESS.

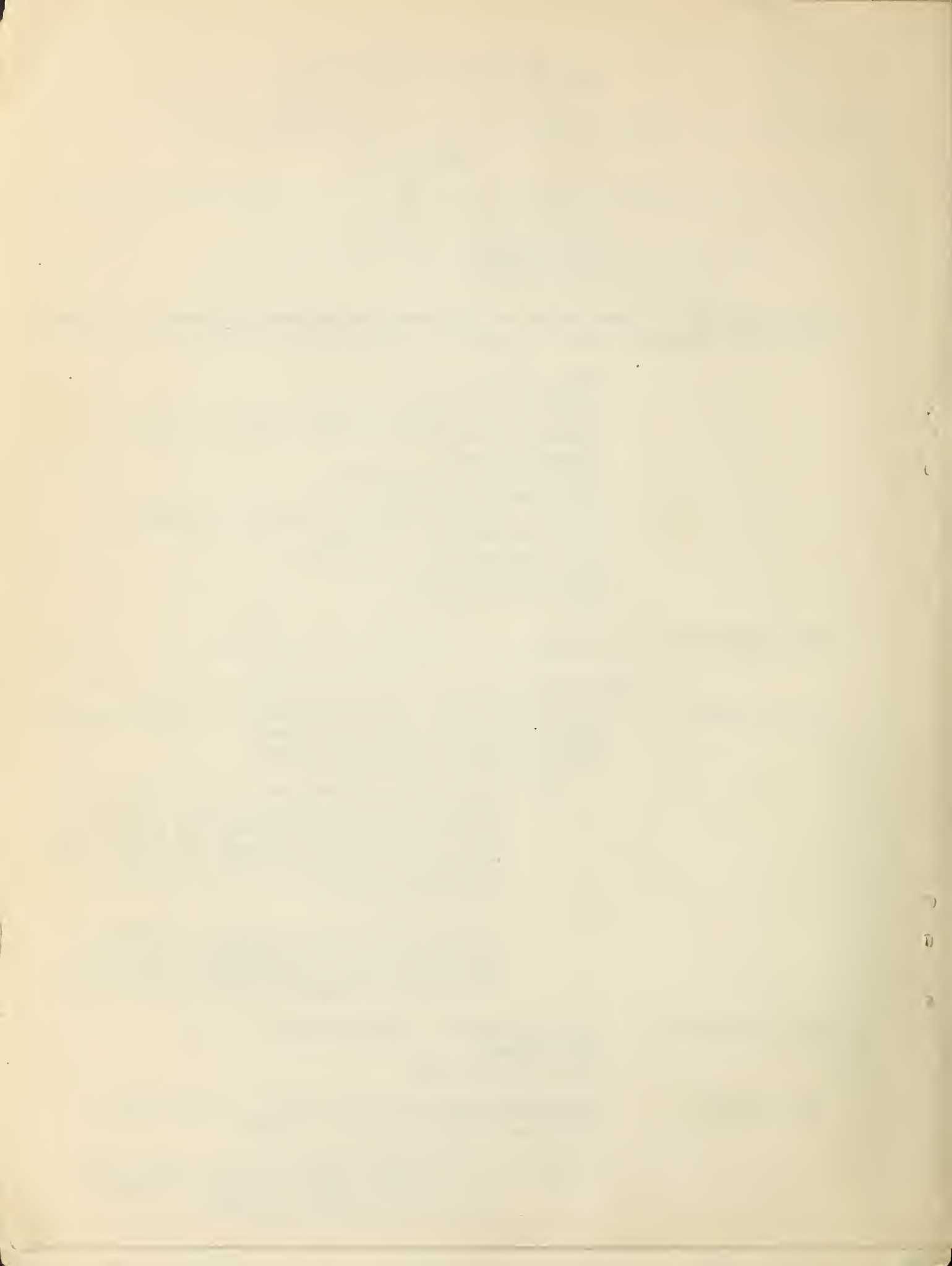
IF THE SHIPMENT IS FORWARDED ON COMMERCIAL BILLS OF LADING THE WAREHOUSE SHIPPING REPORT SHOULD SHOW IN THE SPACE PROVIDED FOR BILL OF LADING NUMBER THE WORD "COMMERCIALS"

3. Mail immediately to: FOOD DISTRIBUTION ADMINISTRATION
150 BROADWAY
NEW YORK, NEW YORK

the following:

- Government Bill of Lading: 1 blue, 3 yellow copies
- Warehouse Shipping Report: 2 copies

NOTE: IF THE ABOVE ADDRESS IS ALSO GIVEN IN THE BLANK SPACES UNDER PARAGRAPH 2, FORWARD ALL OF THE DOCUMENTS TOGETHER!



UNITED STATES OF AMERICA

A-



Bill to Department of Agriculture—Surplus Marketing Administration
(Department or Establishment and Bureau or Service)

SEE REVERSE
HEREOF

(Appropriation chargeable)

(Issuing office)

GOVERNMENT BILL
OF LADING

ORIGINAL

Received from _____ (Consignor)

by the _____ (Name of transportation company) the public property hereinafter described,
in apparent good order and condition (contents and value unknown), to be forwarded subject to conditions stated on the reverse hereof,

from _____ (Shipping point) to _____ (Destination)

by the said company and connecting lines, there to be delivered in like good order and condition to _____ (Consignee)

via _____ (Route journey only when some substantial interest of the Government is subserved thereby)

MARKS	NUMBERS ON PACKAGES	NUMBER AND KIND OF PACKAGES	DESCRIPTION OF ARTICLES (Observe strictly carrier's freight classification. Avoid trade or technical names)	WEIGHTS*
			S P E C I M E N C O P Y	
Pick-up service at origin was <input type="checkbox"/> by the Government. <input type="checkbox"/>				
(Signature of Consignor)				

† Size car ordered _____ ft. Size car furnished _____ ft. Date furnished _____ Initials _____ Car No. _____

TARIFF AUTHORITY
(To be filled in by general office rendering account)

AUTHORITY FOR SHIPMENT

(Name of transportation company)

_____, 19____ Per _____ (Agent)

CERTIFICATE OF ISSUING OFFICER

(To be filled out when this bill of lading is issued for use by contractor in making shipment)

Contract No. _____, or Purchase Order No. _____, dated _____, 19____

(F. O. B. point named in contract)

(Issuing officer)

(CARRIER'S RIGHTS TO SHIPPING CHARGES NOT AFFECTED BY FACTS SET OUT IN THIS CERTIFICATE)

CONSIGNEE'S CERTIFICATE OF DELIVERY

I have this day received from _____ (Name of transportation company)
at _____ the public property described in this bill of lading,
(Actual point of delivery by carrier)
in apparent good order and condition, except as noted on the reverse hereof. Delivery service at destination was ☐ was not ☐ by the Government.
Weight _____ (In words) _____ pounds. _____ (In figures)

_____, 19____ (Consignee) (Date)

*Show also cubic measurement for shipments via ocean carrier in cases where required. †Furnish this information in case of carload shipments only.
INSTRUCTIONS FOR BILLING: 1. Consignee should pay no charges on this shipment. 2. Charges to be billed to the Department or Establishment and Bureau or
Service named above on authorized Government voucher form, attaching this bill of lading as supporting paper.

UNITED STATES DEPARTMENT OF AGRICULTURE
FEDERAL SURPLUS COMMODITIES CORPORATION

Warehouse Shipping Report
(Prepare a separate form for each car or lot)

To: FEDERAL SURPLUS COMMODITIES CORPORATION,
150 Broadway,
New York, New York.

On the date shown above we, _____,
(Name of warehouse)

(Storage Contract No. F. S. C. _____), shipped the following described commodity to

_____ at _____
(Consignee) (Destination)

Outbound B/L No. _____, Car initials and No. _____

Gross shipping weight _____, Outbound order No. _____

Express car initials and No. _____, Express storage lot No. _____

Commodity _____, M. F. O. number, if marked _____

How packaged _____, Number of packages _____

(If the quantity shipped on this outbound movement does not correspond exactly with the quantity received on the inbound movement, explain below.)

For the warehouse _____
(Signature)

Title _____

Form FSC 1528
(Revised 11/14/41)

Program GCP

UNITED STATES DEPARTMENT OF AGRICULTURE
FEDERAL SURPLUS COMMODITIES CORPORATION
Washington, D. C.

FORWARDING NOTICE AND NON-NEGOTIABLE RECEIPT

Shipping Point _____

Date _____

To: _____

This is to inform you that the FSCC has today forwarded to you the
shipment of _____ described below.
(Commodity)

Grade No. of Packages Total Gross Lbs. Total Tare Lbs. Total Net Lbs.

B/L No. _____ Car No. _____ Seals _____ Order No. _____

Please acknowledge receipt by completing the certification below and
returning to the FSCC at the address shown.

Receiving Point _____

To: Federal Surplus Commodities Corporation Date _____

This is to certify that on the date shown above we received from the
FSCC _____ packages said to contain _____ pounds
(No. of Units)
net weight of _____ of the grade listed above, which will be
(Commodity)

handled by us in accordance with the terms and conditions of Contract Number

FSC _____ Consignee _____

By _____

ASSIGNED LOT NO. _____

Title _____

(If the quantity received differs from quantity shipped, explain on reverse hereof)

1. In case of shortage of UNITS received: _____
- a. Quantity short (units) _____
- b. Submit a detailed report of your unloading tallies, how secured, etc. and, if possible, attach original tally sheets. _____
- c. Was unloading direct from car to warehouse (private siding)? _____
or from team track via truck to warehouse? _____ Distance _____
- d. Was car properly guarded against possible pilferage at all times during unloading? _____
If unloading was not completed in one day, how was car protected during the interim? _____
- e. Seal record (both doors) _____ Were seals intact? _____
- f. Was load checked immediately seals were broken and before unloading started? _____
Was load in good order? _____ Shifted or jumbled? _____
- g. Was shortage discovered before _____ during _____ or after _____ unloading was completed?
- h. Describe load by tiers and state location of tiers in which shortage occurred. _____

2. In case of damage to or loss of CONTENTS of containers:

- a. Nature of damage _____ Apparent cause _____
- b. What was actual loss or damage by weight? _____ pounds.
- c. Number of units, damaged _____ recoopered _____
- d. What disposition was made of damaged commodity? _____

3. General:

- a. Was load properly bulkheaded or braced? _____ Was load shifted or jumbled? _____
- b. Was Carrier's Agent notified of loss or damage? _____ When? _____ Name of party _____
- c. If weights were secured what type scale was used? counter _____ truck _____ platform _____ portable _____
- d. Position of vents and plugs on arrival _____
- e. Amount of ice in each bunker _____ Were heaters in bunkers? _____ Number of heaters burning? _____
_____ or extinguished _____.
- f. Temperature on arrival, inside car _____ outside _____
- g. Physical condition of car or truck _____ If not good, describe fully _____

- h. Other remarks _____

4. Deposition:

_____, having first been duly sworn, deposes and says that he is
_____ of
and as such had personal supervision of the unloading of the shipment described herein and that to the best
of his knowledge and belief the above statements are true and correct.

Notary Public

Subscribed and sworn before me this _____ day of _____ 19 _____

NOTE: Copy of carriers O.S. & D report definitely stating loss, damage or shortage must accompany this report.
O.S. & D. reports containing "Consignee claims" statements are not acceptable.

Lot No.	INCOMING Car No.	Order No.	Number and Kind of Containers	Date Rec'd into Storage

(Official title)



INFORMATION FOR WAREHOUSEMEN

PART 2: SPECIAL INSTRUCTIONS FOR STORING FOOD DISTRIBUTION ADMINISTRATION COMMODITIES.

A. GENERAL STORAGE PRACTICES:

1. Lot Numbers:

Each carlot of commodity received shall be assigned a lot number, and shall maintain its identity by its assigned lot number, regardless of whether or not losses or shortages occur. Thus, if a lot of 1000 cases is received and 3 cases are short due to loss or damage, the lot shall consist of 997 cases, and an explanation of the shortage shall be made. If the 3 cases are replaced by the vendor the lot shall be returned to 1000 cases. IN NO CASE SHALL THE SHORTAGE BE MADE UP BY FILLING IN FROM ANOTHER LOT! IN NO CASE SHALL A LOT, OR PART OF A LOT, BE SUBSTITUTED FOR ANOTHER WITHOUT PROPER AUTHORITY!

If the shipment is received by truck or some means of conveyance other than rail, the lot shall consist of all of the commodity covered by a single Bill of Lading. Thus, 1000 cases covered by a single Bill of Lading but delivered in two truck loads of 500 cases each, shall be assigned a single lot number.

Each carload or lot must be sufficiently tagged or marked with its assigned lot number so that it can be readily and definitely identified while in storage. If a lot card is used, this card should show the assigned lot number, the inbound car number, the quantity, and the date received.

Each lot must be systematically stacked in a manner which permits ready inspection and inventorying.

Each lot of goods must be separated from other lots by a small but distinct break.

Sufficient aisle space must be maintained at all times to permit the removal of the lot from storage with a minimum of delay.

2. Stacking:

Ordinarily, no cased canned goods should be stored higher than 20 cases to the tier. Storing at greater heights often results in a loss to the warehouseman due to the breaking of cases and even the crushing of cans, depending on the character and size of the can. Storing of canned milk at a height greater than 20 cases to the tier often makes turning operations very costly to the warehouseman.

Good commercial practice should be followed in stacking cased goods. Joints should be broken and slats used when necessary. The warehouseman's attention is directed to his responsibility for the proper piling of cased goods and his liability in all cases where damage to Food Distribution Administration commodities results from improper stacking.

Sufficient space must be left between the top of the stack and the ceiling to permit the easy removal of cases for inspection. The stack must not exceed that height which permits the free and efficient use of fire apparatus, including the proper operation of sprinkler heads.

3. Turning:

Products requiring turning, such as canned milk, must be turned promptly at the direction of the Food Distribution Administration, and the cases must be properly marked to show the date of such turning. A record of each lot must be kept to show the dates of turning. Unless this procedure is followed, charges for turning will not be allowed.

B. SPECIAL STORAGE PRACTICES:

The law generally imposes the responsibility upon the warehouseman for exercising such care of all products stored with him as a reasonably prudent owner would exercise. This means varying degrees of care, depending upon the kind of product. Some products are more perishable than others while in storage, and are subject to more ills than others. No warehouseman should bid to store any product unless he is thoroughly familiar with its behavior while in storage and is prepared to give the product the necessary attention.

In addition to the exercising of this care to the products stored, the warehouseman should see that the practices outlined below are followed in his house.

1. To protect cased goods and cases from damage by trucks turning corners, proper guards should be placed on all corners at aisles.
2. Broken barrels containing any food products should be promptly recoopered as soon as breaks are noted.
3. Damaged containers or apparently damaged goods within containers should be segregated from the lot as soon as the damage is observed, and a record should be kept of the quantity of damaged goods removed. This record should include the lot number, the number and kind of cases removed, the commodity, and other identifying information. The goods so removed should be retained and called to the attention of the first warehouse examiner who calls to make an inspection. If circumstances warrant, the examiner will issue an order for the destruction or removal from the warehouse of the damaged goods.

C. PHYSICAL CONDITIONS:

1. Food Distribution Administration stocks may be stored only in warehouses or buildings which have been approved and covered by contract, and which are under the control of the contracting warehouseman.
2. In accordance with good warehousing practices, dunnage must be used under all commodities which might come in contact with and absorb moisture from concrete or other types of floors.

3. Humidity and temperature readings should be made regularly and frequently in cold storage houses, and a permanent record should be kept of these readings for ready inspection by Food Distribution Administration representatives.
4. Proper ventilation should be maintained at all times.
5. Fire fighting equipment should be ample, properly maintained, and frequently inspected. Records of inspection of this equipment must be maintained.
6. No material change, such as the removal of fire walls or other features of construction, should be made in the warehouse after the storage contract has been entered into by the Food Distribution Administration, until the Food Distribution Administration has been notified and has had sufficient time to express its views on the matter.
7. No products of merchandise should be stored in the warehouse which might tend to injure or affect the quality of Food Distribution Administration products. No products should be stored which would increase the fire hazard or materially increase the fire insurance rate because of their inflammable character. Cleanliness and good housekeeping, both within and without the warehouse, must be observed at all times.

D. INSPECTION OF WAREHOUSE AND COMMODITIES BY GOVERNMENT EXAMINERS:

Under the terms of your contract you have agreed to allow authorized representatives of the Food Distribution Administration to make inspection of your warehouse and its equipment, the commodities stored, and the records pertaining to these commodities, at any time. From time to time, warehouse examiners operating under the Division of Warehouse Supervision, Food Distribution Administration, will make such inspections and examinations as may be necessary. These examiners are authorized to inspect and report any and all conditions of the warehouse facility and its equipment, and the commodities stored. They are further authorized to draw samples at their discretion, giving the warehouseman proper receipt for such samples. They are further instructed to authorize the disposal of any spoiled or "out of condition" merchandise, and may authorize any work necessary for the reconditioning or further preservation of Food Distribution Administration commodities which have been damaged by contact with spoiled goods, if the commodities may be put back into condition by such work. Warehouse examiners will also consult with warehousemen in regards to proper fire protection, proper piling to insure adequate protection for Food Distribution Administration commodities, housekeeping conditions, and general good warehousing practices.

If an examiner finds it necessary to leave with the official in charge of the warehouse a form TWB 32, "Examiner's Statement of Conditions", it will be necessary that steps be taken immediately to correct the adverse conditions noted, and a record of these corrective measures should be made on the reverse side of the form. The TWB 32 should be forwarded within 10 days to the Food Distribution Administration, Transportation and Warehousing Branch, Washington, D. C.

